**GRANT COORDINATOR MEETING 5/15/13**

**SPONSORED PROGRAMS ACCOUNTING (SPA)**

**CHANGES IN ACCOUNT NOTIFICATIONS**

Currently, SPA sends out monthly notifications on accounts that are overspent, 90% spent, and terminating in 90 days. Due to the transition to Kuali, these notifications will change as follows:

* Overspent Accounts – these may look a little different, but will have the same basic information. They will still be individual notices sent both to the PI and departmental administrator by the SPA accountant.
* Accounts Terminating in 90 days – a list of all accounts terminating in 90 days will be generated for each Admin DICE and will be sent to the departmental administrator, with the PIs on the accounts copied on the email. These notices will be sent by the SPA program coordinator, Nichole Seedorf.
* Accounts with 90% Spent – SPA will no longer be sending out these account notices.

Please note that you can utilize the Sponsored Programs Financial portal in eData to easily identify accounts that are 90%+ spent, 100% spent, or overspent by college, department, and PI.

**WEBFM CHANGES ON NATIONAL SCIENCE FOUNDATION AWARDS**

In the past, when National Science Foundation (NSF) accounts were set up, Sponsored Programs Accounting would transfer funds from the NSF control account to the new account for the entire amount of the award. This resulted in the cash balance being equal to the unspent balance of the award in WebFM. The account would normally have a positive cash balance, unless the account was overspent.

Due to process changes by NSF, Sponsored Programs Accounting will no longer transfer funds for the full amount of the award into the account. Instead, funds will be requested from NSF based upon the expenditures of the account on a monthly basis. This is how new accounts will be set up and current accounts have been adjusted accordingly.

Please note that this process change will not result in any changes to your award. The only difference is that you will need to refer to your Sponsored Programs Financial Report (in WebFM or e-Reports) to view the unspent balance of your award. The cash balance in WebFM will no longer reflect the unspent balance. NSF accounts are cost reimbursable awards and will now appear in WebFM as all other cost reimbursable awards currently do.

**UNIVERSITY-WIDE CUSTOM REPORT IN EDATA**

These reports can be found in eData under Public Folders 🡪 Custom Reports 🡪 University Wide.

CAC Reports: These reports provide a summary of activity by allocation/expenditure or revenue/expense for computer fee accounts (Sub Fund Group = Computer Fees).

Excel Data Downloads:

The Excel Data Dumps are data downloads that can be used with the Vlookup function in Excel on reports that have already been created and where you want to keep the existing format of the report. These reports have several calculated fields similar to the calculations used in Hyperion including: Accounts Summary, Object by Account, Object by Sub Account, and Sub Account Summary.

Facilities & Admin Reports:  
These reports provide more in-depth analysis of how the indirect cost (IDC) is distributed. The breakout of the IDC distribution is as follows: PI Incentive (15%), Grant Administration (10%), Research F&A (45%), Use of Facilities (20%), and Interdisciplinary Research Support (10%).

Other Reports:

1. Grant and Cost Share Report – This is a very specific cost share report, designed to show an overall project total including grant expenses, cost share expenses, and total program expenses. This report should ONLY be used in instances where the total expenses on an account (i.e.: industry match account) will be used as cost share. This report does NOT include EASE information.
2. Import File – GEC – This report can be used when you want to do a GEC (General Error Correction) with a large number of transactions by using the import feature on the GEC document.
3. Labor Object by Account Report – summarizes labor transactions by Object Level or Object
4. Object By Account Report – summarizes transactions by Object Level, Object, and Sub Object

Each report will have a footer at the bottom which gives a brief description of the report. In addition, an advanced training session will be held later on to go over reports that were not covered in the basic eData training.

**LEGACY AND KFS – INDIRECT COSTS AND REMOVAL OF IDC CAP**

The current legacy accounting system posts indirect costs (IDC) at the end of each month as part of the month end closing process. June is an exception where the legacy system has two postings of indirect costs before fiscal year end close. A 400-478 account can have more than one IDC rate in legacy. When IDC is calculated by the legacy system, the posted amount is truncated (e.g. a monthly IDC calculated amount of $100.5555 posts as $100.55).

The legacy system “caps” indirect costs, which means that indirect costs will only be charged up to the amount budgeted for indirect costs.

Kuali Financial Systems (KFS) will replace the legacy accounting system starting in July of 2013. In KFS, the indirect costs object code is 0631 and the KFS doc type for indirect costs transactions is ICR (Indirect Cost Recovery). With KFS, indirect costs will post with every direct cost transaction that is subject to indirect costs. For example, if two supplies transactions post on one day, then two IDC transactions will also post on that same day. When IDC is calculated by KFS, the posted amount is rounded up at .005 (e.g. IDC calculated amount of $100.555 posts as $100.56).

In KFS, each account will have only one IDC rate. If there is more than one IDC rate for an award, a new account will need to be set up. (This is what is already done for many NSF awards, where there is a Main account (48% IDC) and a Participant Support Cost account (0% or 25% IDC). If the IDC rate changes during the award period, then a new account will be set up to handle the additional funds subject to the new rate.

KFS programming does **NOT** cap indirect costs. If an expense is subject to indirect costs, then indirect costs will post. Indirect costs charged to an account could exceed the amount budgeted for indirect costs. This is consistent with how other universities handle indirect costs.

EXAMPLES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | LEGACY | KFS | LEGACY & KFS |
|  |  | w/ IDC cap | w/ no IDC cap |  |
| Budget Categories | BUDGET | EXPENSES\* | EXPENSES\* | EXPENSES# |
| Equipment | $10,000 | $0 | $0 | $25,000 |
| Supplies | $10,000 | **$20,000** | **$16,667** | **$0** |
| Total Direct Cost | $20,000 | $20,000 | $16,667 | $25,000 |
| IDC Rate 50% | $5,000 | **$5,000** | **$8,333** | **$0** |
| TOTAL | $25,000 | $25,000 | $25,000 | $25,000 |

\*Direct costs incurred on budget categories (not subject to IDC) which are underspent

#Direct costs incurred on budget categories (not subject to IDC) which are overspent

If you have any questions about the posting of indirect costs in KFS, please contact Jamy Rentschler, jamyr@iastate.edu or Becky Musselman, rjmusse@iastate.edu.

**SIGNATURES ON EASE FORMS**

Please remember that principal investigators (faculty & non-faculty) must certify their own effort and sign their own forms. For all other salaried employees, the employee or a supervisor with first-hand knowledge of the effort must certify effort and sign the form. The immediate supervisor’s signature must be an original signature as signature stamps are not acceptable.

For additional information on EASE forms, please see the manual at <http://www.controller.iastate.edu/controller/easemanual.pdf>.

**EASE SUMMARY SCREEN IN WEBFM**

The effort reporting system, EASE, is a legacy system that will still be used after the transition to Kuali. A new link has been added to the menu called “EASE Summary” which will allow you to see the same summary of EASE information which has been entered on an account.

Please be aware that due to the EASE system’s parameters, it will show all of the EASE information loaded for the past ten years on an account number. Therefore, if the account number was used previously and had EASE entered, it will show up. This should be easily identifiable by looking at the term and year of the EASE entries. If they are outside of the award period, do not include them in the cost share documentation.